

SITE PLAN CHECKLIST	
Project Name:	Map #:                  Group:                  Parcel #:
Contact Person:	PC File Number:

The Site Plan checklist is designed to assist applicants with identifying the information that must be included on all Site Plan applications. Initial submittals must include a completed Planning Commission Application Form, a completed Site Plan checklist, and nine (9) folded copies of the Site Plan documents by **4:30 PM** on the submittal deadline. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. If you have any additional questions, please contact the Planning Division staff member assigned to your application.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Date of pre-application meeting with Staff<br/>Date: _____<br/>Staff Member: _____</li> <li><input type="checkbox"/> Agent letter if application not signed by the property owner</li> <li><input type="checkbox"/> Site Data Table listing: property owner name, property zoning, Tax Map and Parcel number(s), site address, yards, setbacks, existing and proposed use of the property, and other bulk regulation information including proposed ground coverage, floor area, and building heights</li> <li><input type="checkbox"/> Actual shape, location, and dimensions of the lot</li> <li><input type="checkbox"/> Shape, size, and location of all buildings or other structures to be erected, altered or moved, and of any building or other structure already on the lot</li> <li><input type="checkbox"/> The existing and intended use of the lot and of all such building or other structures upon it, including the number of dwelling units the building is intended to accommodate</li> <li><input type="checkbox"/> Topographic features (contours not greater than 5 foot intervals)</li> <li><input type="checkbox"/> Location of all driveways and entrances</li> <li><input type="checkbox"/> Location of all accessory off-street parking areas to include a plot plan showing design and layout of such parking facilities where five or more accessory off-street parking spaces are to be provided</li> <li><input type="checkbox"/> Location of all accessory off-street loading berths</li> <li><input type="checkbox"/> Position of fences and walls</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed building elevations and materials to be used on building facades and fences. Plans must show location of windows and courts</li> <li><input type="checkbox"/> Location of open space and details of required landscaping, screening and buffer yards materials to be installed</li> <li><input type="checkbox"/> Location, type, and size of proposed signs</li> <li><input type="checkbox"/> Proposed means of surface drainage, including drainage calculations and details of the proposed drainage facilities.</li> <li><input type="checkbox"/> Location/size of all easements and rights-of-way</li> <li><input type="checkbox"/> Certification of compliance with applicable Zoning Ordinance Performance Standards</li> <li><input type="checkbox"/> Location of areas subject to flooding and FEMA floodplain information</li> <li><input type="checkbox"/> Percolation tests where subsoil sewage disposal is anticipated, if applicable</li> <li><input type="checkbox"/> Show/label the location of required yards, setback, and buffer yards on the site plan</li> <li><input type="checkbox"/> Label zoning of surrounding properties</li> <li><input type="checkbox"/> Location, type, and size of proposed waste material collection facility and screening</li> <li><input type="checkbox"/> Location of HVAC equipment, details, and screening</li> <li><input type="checkbox"/> Photometric plan, including details and height of proposed fixtures</li> <li><input type="checkbox"/> Site plans prepared using Computer Aided Drafting and Design (CADD) shall be required to submit a digital file of the site plan</li> </ul> |
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Note: Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Planning Division by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.